

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after much contemplation, particularly after the recent achievement of my tenure milestones.

During my time at [Company's Name], I have gained invaluable experiences and developed professionally, and I am grateful for the support and opportunities I have received. Achieving [specific milestones or accomplishments] has been particularly rewarding and a highlight of my career here.

I will ensure a smooth transition and complete my ongoing responsibilities before my departure. If there is anything specific you would like me to focus on during this time, please let me know.

Thank you once again for the guidance and support throughout my time at [Company's Name]. I am looking forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]